# Welcome to the New Online Bill Pay

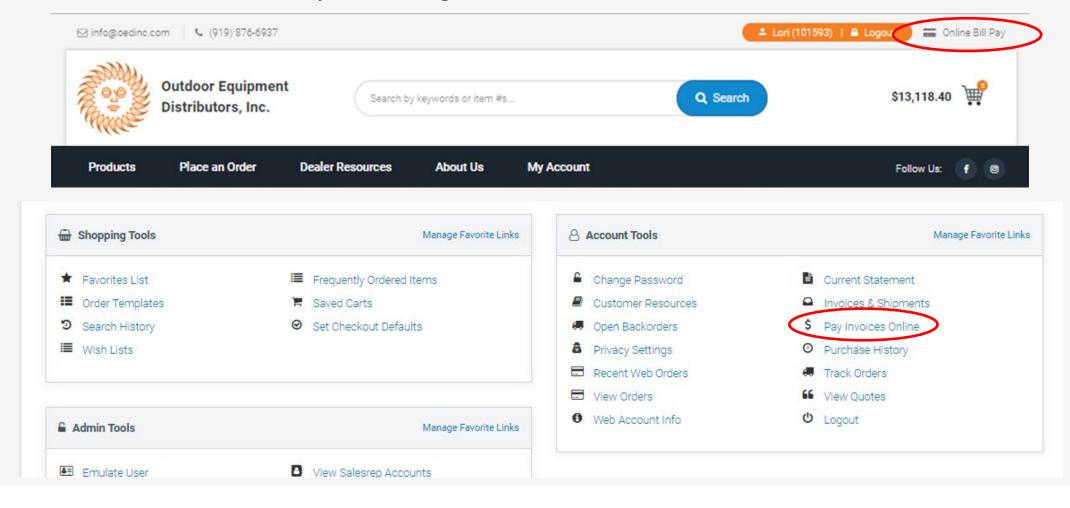
A Quick Walk Through – Effective March 12, 2021



## Online Bill Pay



To pay your invoices online, you may click on the "Online Bill Pay" link at the top right of every page or the "\$ Pay Invoices Online" link found on the My Account Page.



### Online Bill Pay – Step One



This screenshot shows where you select which invoice(s) you want to pay. You can filter invoices by date or previous month. Your total shows at the bottom of the screen.

There are two options to pay your bill online.

You have the option of selecting all open invoices by clicking on the toggle button to the left of the word "**Invoice**".

This toggle can either select all or deselect all.

You can also select individual invoices you wish to pay by clicking on the toggle button(s) to the left of the invoice number(s) desired.

ln	voice F	Payment	S		Select Invoice(s)	Payment —	Review — Complete	
Start Date		End Date	☐ Invoices from Previous Month		n Previous Month			Clear all
	Invoice	Inv Date	PO #	Due Date	Past Due (Days)	Inv Amount	Open Amount	Payment Amount
<b>Z</b>	INV-959053	1/24/21	PON-31936	2/23/21	8	\$38.17	\$38.17	\$38.17
<b>Z</b>	INV-966391	2/27/21	PON-35849	3/29/21	-	\$170.15	\$170.15	\$170.15
	INV-922839	11/13/20	PON-34461	12/13/20	79	\$903.35	\$903.35	
	INV-953643	1/9/21	PON-36303	2/8/21	23	\$682.51	\$682.51	
<u>~</u>	INV-938325	12/1/20	PON-34257	12/31/20	62	\$54.15	\$54.15	\$54.15
<b>~</b>	INV-974641	11/25/20	PON-36853	12/25/20	67	\$236.27	\$236.27	\$236.27
	INV-926013	12/16/20	PON-30718	1/15/21	47	\$248.14	\$248.14	
	INV-947931	2/5/21	PON-31923	3/7/21	-	\$574.93	\$574.93	
	INV-992918	11/20/20	PON-31556	12/20/20	72	\$116.47	\$116.47	
	INV-960892	12/11/20	PON-36194	1/10/21	51	\$830.81	\$830.81	
							Total Pa	yment: \$498.74

« Cancel & Return To My Account

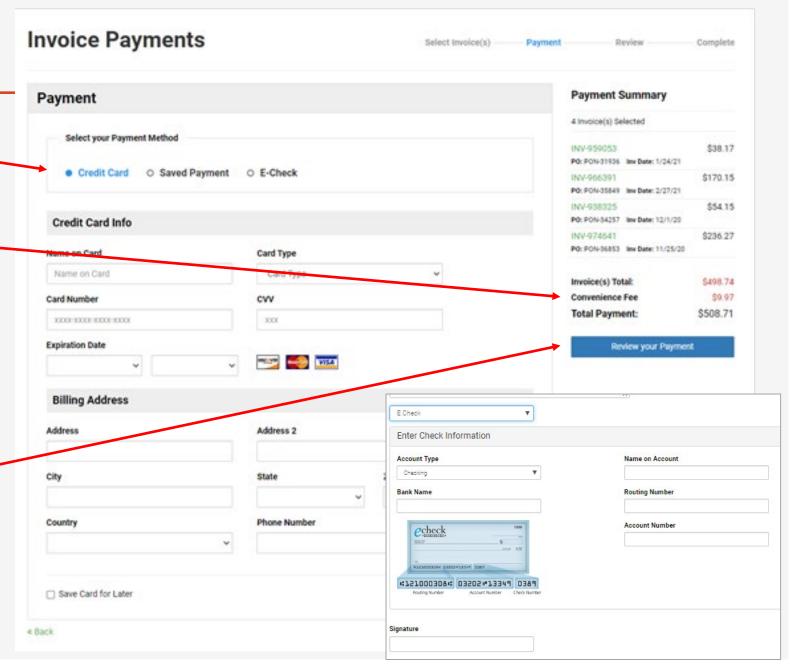
Proceed to Payment

#### Online Bill Pay – Step Two

Choose your preferred method of payment: Credit Card, Saved Payment, or E-Check.

- Credit Card a 3% convenience fee will automatically be charged using this method
- E-Check or Bank Account no convenience fee will be charged using this method

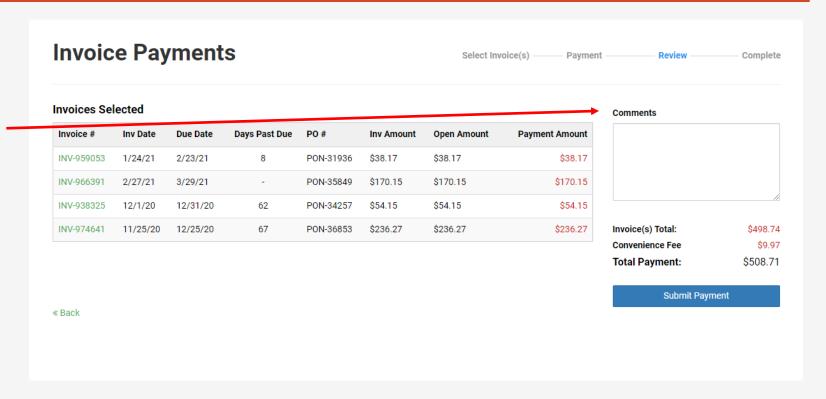
This redesigned payment page includes a mini-summary of your selected invoices, with the total clearly displayed on the right-hand side.



#### Online Bill Pay – Step Three



Here, you can review the invoices you have selected as well as your total. You also have the option to add comments to accompany your payment.



## Online Bill Pay – Confirmation



Once a payment is complete, this screen shows your confirmation receipt. You will also receive an email with a similar receipt, or you can simply print this page.

